

The Constitution of the University of Toronto  
Electrical and Computer Engineering Undergraduate Club

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# 1. General

## 1.1 General

- 1.1.1 This document outlines and defines the constitution of the University of Toronto Electrical and Computer Engineering Undergraduate Club.

## 1.2 Definitions

- 1.2.1 In this document:

- (a) **“ECE Club”** shall mean Electrical and Computer Engineering Club;
- (b) **“EngSoc”** shall mean University of Toronto Engineering Society;
- (c) **“Constituency”** shall mean a subset of the membership that includes all students from either the Electrical or Computer Engineering streams registered in a particular academic year;
- (d) **“Signing Officer”** shall mean a person who has the right to authorize financial transactions on behalf of the ECE Club;
- (e) **“ECE Club Executive Officers”** shall include the Chairs, Vice-Chair, and Finance Director;
- (f) **“ECE Club Council”** shall include the ECE Club Executive Officers, Webmaster, Facilities Manager, Academic Directors, Events Directors, Communications Director, Mentorship Directors, Archivist, Class Representatives, and Ex-Officio Directors;
- (g) **“General Meeting”** shall mean a meeting of the ECE Club Council;
- (h) **“Executive Meeting”** shall mean a meeting of the ECE Club Executive Officers (the communication director will be present for the meeting with the sole purpose of recording meeting minutes);
- (i) **“PEY”** shall mean Professional Experience Year Program;
- (j) **“Constitution”** shall mean this document; and
- (k) **“ECE Club Members”** shall mean the members of the Electrical and Computer Engineering Club as defined in section 2.2.1.
- (l) **“Voting Members”** shall include all members of the ECE Club Council, except for Appointed Directors, where only one person within a given directorship shall be included at a given meeting. If any individual holds more than one position, they will be limited to one (1) vote.

## **2. Electrical and Computer Engineering Undergraduate Club**

### **2.1 Purpose**

2.1.1 The purpose of the Electrical and Computer Engineering Undergraduate Club is:

- (a) to facilitate communication between undergraduate Electrical and Computer Engineering students and the Edward S. Rogers Sr. Department of Electrical and Computer Engineering;
- (b) to facilitate communication between undergraduate Electrical and Computer Engineering students and the University of Toronto Engineering Society; and
- (c) to provide services and organize events to increase morale and enhance the social and academic experience of undergraduate Electrical and Computer Engineering students.

### **2.2 Membership**

2.2.1 The three (3) types of members of the Electrical and Computer Club include:

- (a) full-time members will be all full-time, undergraduate students enrolled in either Electrical or Computer Engineering;
- (b) PEY members will be all PEY students enrolled in either Electrical or Computer Engineering; and
- (c) part-time members will be all part-time, undergraduate students enrolled in either Electrical or Computer Engineering.

### **3. ECE Club Executive Officers**

#### **3.1 General**

- 3.1.1 The Executive Officers of ECE Club shall include the Chairs, Vice-Chair, and Finance Director.
- 3.1.2 Only members of ECE Club (excluding PEY students), as defined under Section 2.2, are eligible to hold Executive Officer Positions, and they must retain their membership for the entirety of their term of office.
- 3.1.3 Executive Officers must be at least eighteen (18) years of age for the duration of their term.
- 3.1.4 The membership of ECE Club shall elect each Officer as per the procedures described under Section 9.
- 3.1.5 No Officer may simultaneously apply for a position as an Appointed Director of ECE Club.
- 3.1.6 In case of vacancy, resignation, ineligibility or recall of an Officer during their term of office:
  - (a) If the vacancy is not that of a Chair:
    - (i) A Chair shall assume the Officer's responsibilities until an election can be held for the position, or until an interim officer is appointed.
  - (b) If the vacancy is that of a Chair:
    - (i) In the case that a position of Chair becomes vacant, the Vice-Chair shall assume the rights and responsibilities of the Chair until a candidate is elected to fill the position. If the Vice-Chair position is also vacant, or if both positions of Chair become vacant, then the rights and responsibilities of the Chair shall also be assumed by the Finance Director.
    - (ii) If all Officer positions are vacant, the outgoing Officers may appoint an Interim Chair, valid only until the next by-election following the procedures outlined in Section 9.
    - (iii) An election for the position shall be held as early as possible, as described in Section 9; all Officers and Appointed Directors may be candidates in such an election by resigning from their current positions.
- 3.1.7 Each Officer shall have rights and responsibilities as defined in this section.
- 3.1.8 Officers shall be official representatives of the ECE Club, in the following order of authority: Chairs, Vice-Chair, Finance Director.
- 3.1.9 The Executive Officers shall oversee the operations of the Appointed Directors.

#### **3.2 Chairs**

- 3.2.1 The Chairs must be members of ECE Club as described in Section 2.2, enrolled in their graduating year of the Electrical or Computer Engineering programs for the entirety of their term of office.
- 3.2.2 The Chairs shall be considered the main representatives of ECE Club.
- 3.2.3 The Chairs shall be Signing Officers.
- 3.2.4 There will be two Co-Chairs.
- 3.2.5 The Chairs shall be responsible for:
  - (a) final approval of major or emergency spending, whereas emergency spending is defined as spending that must occur before an executive meeting may be held;
  - (b) fulfilling all duties towards EngSoc as an Ex-Officio Director as defined in the Bylaws and Policies of that body;
  - (c) assuming or delegating the responsibilities of other Executive Officers when they are unavailable;
  - (d) attending Faculty Meetings with the Edward S. Rogers Sr. Department of Electrical and Computer Engineering;
  - (e) monitoring the ECE Club email and sending out emails on behalf of ECE Club; and
  - (f) calling meetings.

#### **3.3 Vice-Chair**

- 3.3.1 The Vice-Chair must be a member of the ECE Club as described in Section 2.2, enrolled in their third year of the Electrical or Computer Engineering program for the entirety of their term of office.
- 3.3.2 The Vice-Chair shall be responsible for:
  - (a) aiding in the effective operation of the ECE Club Council;
  - (b) attending Faculty Meetings with the Edward S. Rogers Sr. Department of Electrical and Computer Engineering; and
  - (c) assuming or delegating the responsibilities of the Chair or any Appointed Directors if they are vacant.

### **3.4 Finance Director**

- 3.4.1 The Finance Director must be a member of ECE Club as described in Section 2.2, enrolled in their third or fourth year of the Electrical or Computer Engineering program for the entirety of their term of office.
- 3.4.2 The Finance Director shall be a Signing Officer.
- 3.4.3 The Finance Director shall be responsible for
  - (a) aiding in the compilation of the ECE Club budget;
  - (b) maintaining up-to-date financial records and handling the accounts of the ECE Club;
  - (c) approval of budgeted spending for ECE Club;
  - (d) preparing an end-of-year financial report prior to the end of their term of office;
  - (e) coordinating and recruiting members of ECE Club to aid in running events to collect Gratitude donations;
  - (f) ordering supplies for the vending machine belonging to ECE Club; and
  - (g) other duties outlined in Section 8.

### **3.5 Term of Office of Executive Officers**

- 3.5.1 The term of office of ECE Club Executive Officers shall begin from the first of May, after the election of the Executive Officers takes place, until the thirtieth of April of the following year.
- 3.5.2 At the request of newly elected Executive Officers, at least one of the previous year's Executive Officers must attend a reasonably scheduled changeover meeting within the first month of a new term.

## **4. Electrical and Computer Club Class Representatives**

### **4.1 General**

- 4.1.1 There shall be at least two (2) ECE Club Class Representatives from each year of study of Electrical and Computer Engineering, and at least two (2) ECE Club Class Representatives in their PEY Co-op year.
- 4.1.2 ECE Club Class Representatives must be members of ECE Club, as described in Section 2.2, and registered in the required academic year for the entirety of their term of office (exempting first-year class representatives from May to September).
- 4.1.3 Each ECE Club Class Representative shall be elected by the membership of their constituency, as described in EngSoc's Bylaw 3.
- 4.1.4 In case of vacancy, resignation, ineligibility, or recall of an ECE Club Class Representative during the term of office:
  - (a) the Chair shall assume or delegate the ECE Club Class Representative's responsibilities until an election can be held for the position;
  - (b) an election for the position shall be held as early as possible, as described in EngSoc's Bylaw 3.
- 4.1.5 Each Class Representative shall have rights and responsibilities as defined by the Engineering Society.

### **4.2 ECE Club Class Representatives**

- 4.2.1 The ECE Club Class Representatives shall be responsible for:
  - (a) acting as a liaison between ECE Club and the Class Representative's constituency;
  - (b) announce ECE Club events to the Class Representative's constituency;
  - (c) attending faculty meetings between ECE Club and staff representatives from the Edward S. Rogers Sr. Department of Electrical and Computer Engineering;
  - (d) bringing concerns and issues of their constituency to the attention of ECE Club during meetings of ECE Club;
  - (e) informing students about mid-term and end-of-term feedback evaluation processes;
  - (f) collecting feedback from students before faculty meetings to bring up any concerns and/or questions; and
  - (g) reporting to the ECE Club Academic Director(s).

### **4.3 Engineering Society Class Representatives**

- 4.3.1 Each ECE Club Class Representative shall report to EngSoc's Vice-President Academic and fulfill all duties towards EngSoc as defined in the Bylaws and Policies of that body.

### **4.4 Term of Office of ECE Club Class Representatives**

- 4.4.1 The term of office for first-year ECE Club Class Representatives shall begin with a successful election held in September and will end upon the completion of the election process the following September.
- 4.4.2 The term of office for second-year ECE Club Class Representatives shall begin with a successful election held in September and will end on the first of May the following year.
- 4.4.3 The term of office for third and fourth-year ECE Club Class Representatives shall begin on the first of May, following a successful election held in March and will end on the first of May the following year.
- 4.4.3 The term of office for PEY-year ECE Club Class Representatives shall begin on the first of May, following a successful election held in March and will end on the first of May the following year.

## **5. Appointed Directors**

### **5.1 General**

- 5.1.1 All Appointed Directors must be ECE Club Members (as defined in Section 1.2) for the entirety of the term of office.
- 5.1.2 With the exception of the Webmaster, Appointed Directors may not be completing their PEY in the September of their term and thereafter during their term.
- 5.1.3 Each Appointed Director shall be elected by the Executive Officers of ECE Club as prescribed in Section 9.
- 5.1.4 No Appointed Director may be appointed to more than one position.
- 5.1.5 With the exception of the Events Director and Academic Director, only one person needs to be appointed for each directorship.

### **5.2 Webmaster**

- 5.2.1 The Webmaster is responsible for:
  - (a) maintaining and updating the ECE Club website, in collaboration with the Communications Director; and
  - (b) creating and maintaining the ECE Dinner Dance website, by working in collaboration with the Events Directors.

### **5.3 Facilities Manager**

- 5.3.1 The Facility Manager is responsible for:
  - (a) maintaining, securing, and improving the ECE Common Room;
  - (b) maintaining, securing, and improving the ECE Club Office;
  - (c) maintaining, securing, and improving the ECE Study Hall; and
  - (d) stocking the vending machine belonging to ECE Club

### **5.4 Academic Directors**

- 5.4.1 There will be at least two (2) Academic Directors. They are responsible for:
  - (a) bridging the gap in the academic advocacy hierarchy, between the Class Representatives and EngSoc's Vice-President Academic;
  - (b) assisting in general matters in the academic portfolio, including, but not limited to, mid-course feedback, the Academic Advocacy Committee, and the ECE Anti-Calendar;
  - (c) attending meetings of, and contributing to, the Academic Advocacy Committee, as described in EngSoc's Bylaws;
  - (d) maintaining frequent communication with ECE Class Representatives and aiding in resolving academic issues in the Edward S. Rogers Sr. Department of Electrical and Computer Engineering, which may involve meeting with Professors, Course Coordinators, and/or the ECE Associate Chair of Undergraduate Studies; and
  - (e) replacing and reporting for ECE Class Representatives that are unable to attend faculty meetings.

### **5.5 Mentorship Directors**

- 5.5.1 The Mentorship Director(s) is responsible for:
  - (a) providing first-year members of ECE Club with a guidance and support system to ease their transition into university;
  - (b) interviewing and selecting mentors to personally advise and aid incoming Electrical and Computer Engineering students;
  - (c) oversee and communicate with mentors throughout the year to ensure they are fulfilling their duties; and
  - (d) running various events to foster relationships between the first year Electrical and Computer Engineering students and between the first year and upper-year Electrical and Computer Engineering students.

### **5.6 Events Directors**

- 5.6.1 There will be at least two (2) Events Directors. They are responsible for:
  - (a) organizing and running on-campus social events on behalf of ECE Club;



- (b) organizing and running the ECE Dinner Dance;
- (c) organizing the Iron Ring social event;
- (d) organizing off-campus events; and
- (e) collaborating with the Webmaster to add and organize content on the ECE Dinner Dance website.

### **5.7 Communications Director**

5.7.1 The Communications Director shall be responsible for:

- (a) drafting and sending out mass emails on behalf of ECE Club email account, as per the directive of the ECE Club Executive Officers;
- (b) collaborating with the Webmaster to add and organize content on the ECE Club website;
- (c) operating and maintaining all ECE Club social media accounts.
- (d) preparing agendas and sending out notices with regards to the General meetings and Executive meetings.

### **5.8 Archivist**

5.8.1 The Archivist shall be responsible for:

- (a) recording and documenting the minutes of ECE Club meetings and ECE Club Executive Officer meetings.
- (b) maintaining and updating changes in the club's official documents and the club's constitution.
- (c) organizing and maintaining access to the club's past and current official documents

### **5.9 Ad Hoc Directorships**

5.8.1 The ECE Club Executive Officers may hold a simple majority vote to create an ad hoc (temporary) directorship for the remainder of the academic year.

5.8.2 Ad Hoc directorships will be treated as Appointed Directorships for the remainder of the academic year.

5.8.3 Ad Hoc directorship responsibilities will be defined by the motion to create them.

### **5.10 Term of Office of ECE Club Appointed Directors**

5.9.1 The term of office of ECE Club Appointed Directors shall be from the date of election by the Executive Officers, pursuant to Section 9 until the end of the current Chair's mandate.

5.9.2 At the request of newly elected Executive Officers, a previous year's Appointed Director(s) must attend a reasonably scheduled transition meeting within the first month of a new term.

## **6. Ex-Officio Directors**

### **6.1 Electrical and Computer Engineering Board of Directors Representatives**

- 6.1.1 There shall be two (2) Electrical and Computer Engineering Representatives on the Engineering Society Board of Directors elected following EngSoc's Bylaw 3.
- 6.1.2 Any items pertaining to the club and its constituency shall be brought to the attention of the club within two (2) days of the agenda being publicized.
- 6.1.3 The Representatives shall be invited to all Executive Meetings.
- 6.1.4 The Representatives will act as representative of the ECE Club at Board of Director meetings and submit motions if necessary.

## **7. Meetings**

### **7.1 Scheduling**

- 7.1.1 It is the responsibility of the Communications Director to schedule meetings at convenient times.

### **7.2 Agenda**

- 7.2.1 The Communications Director shall compile a meeting agenda to be discussed at all meetings.
- 7.2.2 A submission method for agenda additions must be made available electronically by the Communications Director.
- 7.2.3 Any member may submit additions to the agenda until the beginning of the meeting.

### **7.3 General Meetings**

- 7.3.1 General Meetings shall consist of meetings of the ECE Club Council.
- 7.3.2 General Meetings shall be accessible to all ECE club members.
- 7.3.3 General Meetings shall occur weekly during the fall and winter semesters.
- 7.3.4 A reminder of General Meetings must be given electronically to every member of the ECE Club at least 24 hours prior to the time chosen for the meeting by the Communications Director.
- 7.3.5 Each Voting Member of the ECE Club Council will have one vote in each decision
- 7.3.6 Decisions shall be approved by a simple majority of Voting Members where a quorum is present.
- 7.3.7 General Meetings can still take place for informational purposes if a quorum is not present.
- 7.3.8 Speaking rights at a meeting shall be granted to:
  - (a) all ECE Club Council Members as defined in Section 1.2; and
  - (b) any other person approved by the Chair or a simple majority of a General Meeting.
- 7.3.9 The quorum shall be:
  - (a) two-thirds (2/3) of the Voting Members of the ECE Club Council; and
  - (b) either of the acting Co-Chairs of ECE Club.

### **7.4 Executive Meetings**

- 7.4.1 Executive Meetings shall consist of meetings of the ECE Club Executive Officers as voting members and the Archivist as a non-voting member to minute.
- 7.4.2 Executive Meetings shall occur at the discretion of the Chairs.
- 7.4.3 A notice of General Meetings must be given electronically to every ECE Club Executive Officer at least 48 hours prior to the time chosen for the meeting by the Communications Director.
- 7.4.4 Voting members shall have one vote in each decision.
- 7.4.5 Decisions shall be approved by a simple majority of voting members where quorum is present.
- 7.4.6 The quorum shall be:
  - (a) three-quarters (3/4) of the elected ECE Club Executive Officers; and
  - (b) both of the acting Co-Chairs of ECE Club.

## **8. Finances**

### **8.1 General**

- 8.1.1 The Co-Chairs and Finance Director of ECE Club shall have signing rights to the Club account.
- 8.1.2 All cheques written on behalf of ECE Club must be signed by two Executive Officers with signing rights, which includes at least one Chair.
- 8.1.3 In the event that ECE Club only has one elected Signing Officer, their signature will be the only one required, however, their purchases shall be subjected to audits by the remainder of the ECE Club Council.

### **8.2 Records**

- 8.2.1 Records of financial transactions relating to all activities of ECE Club shall be kept up-to-date by the Finance Director of ECE Club.
- 8.2.2 The Finance Director of ECE Club shall prepare and submit an annual financial report to ECE Club in March.
- 8.2.3 All financial records shall be made available to all members upon request, within a reasonable amount of time.

### **8.3 Budgets**

- 8.3.1 The Finance Director of ECE Club shall be responsible for the preparation of the annual budget of ECE Club.
- 8.3.2 Approval of the annual budget shall be considered at or before the first Executive Meeting called during the fall session.
- 8.3.3 Approval of the annual budget shall constitute approval of all regular spending within the budget.
- 8.3.4 The Finance Director of ECE Club shall apply for the Centralized Process for Student Initiative Funding in August and/or September.

## **9. Elections and Appointments**

### **9.1 General**

- 9.1.1 All elections for Executive Officers and Class Representatives shall be conducted by the Engineering Society, in accordance with EngSoc's Bylaw 3.

### **9.2 Eligibility**

- 9.2.1 The members eligible to vote in elections for Executive Officers of ECE Club shall be limited to members of ECE Club.
- 9.2.2 The members eligible to vote in elections for Class Representatives of ECE Club shall be limited to members of the ECE Club in the year of study defined by the position.

### **9.3 Executive Officer Elections**

- 9.3.1 Officer elections shall be run in accordance with the Engineering Society's Bylaw 3.
- 9.3.2 All Officers will be elected in an election open to the entire constituency.

### **9.4 Appointed Directors**

- 9.4.1 The ECE Club Members (as defined in Section 1.2) shall be notified of available Appointed Directorships and provided with an opportunity to apply for said positions.
- 9.4.2 Appointed Directors shall be appointed during a meeting of the incoming ECE Club Executive Officers and outgoing Directors of said position if it had previously been filled.
- 9.4.3 The appointment shall be decided by a simple majority vote of those present at this meeting.

## **10. Recall of Position**

### **10.1 Grounds for Recall**

10.1.1 Any act or omission in the following areas by an Executive Officer or Appointed Director, that curtails the efficient operation of the ECE Club can be considered reasonable grounds for recall. These areas include, but are not limited to:

- (a) unreasonable dereliction of duties or responsibilities;
- (b) discrimination, harassment or abuse of any member of the ECE Club or University of Toronto community based on race, national or ethnic origin, colour, religion, sex, age, gender, sexual orientation, or socioeconomic status;
- (c) unreasonable and unapproved activities performed on behalf of the ECE Club;
- (d) failing to attend two (2) mandatory meetings or events, as decided by the Chairs, without providing valid reason(s) of absence or sending regrets 24 hours prior to the meeting or event; and
- (e) misappropriation of funds.

### **10.2 Recall**

10.2.1 Executive Officers and Appointed Directors may only be recalled by a two-thirds (2/3) majority vote at a General Meeting.

### **10.3 Automatic Recall by Ineligibility**

10.3.1 Executive Officers and Appointed Directors can be automatically recalled without a recall vote if they become ineligible to hold the position by failing to meet any of the position requirements as outlined by the requirements of the position.

## **11. Amendments**

### **11.1 Amendments to the Constitution**

- 11.1.1 Amendments to the Constitution will be proposed at a dedicated meeting of the ECE Club Council, where a quorum is present. Anyone present may propose amendments.
- 11.1.2 Quorum for this dedicated ECE Club Council meeting shall be:
  - (a) three-quarters (3/4) of the ECE Club Council; and
  - (b) either of the acting Co-Chairs of ECE Club.
- 11.1.3 Each amendment will require a two-thirds (2/3) majority vote to be added to the proposed Constitution.
- 11.1.4 The proposed Constitution with all added amendments included shall be approved for submission to EngSoc by a two-thirds (2/3) majority vote at an ECE Club Executive Meeting.